



Electronic Forms Submission (EFS): Help Document

Version 1.0

Introduction

The DTAS-Online Electronic Forms Submission (EFS) Help Document covers the following topics:

- [Accessing Electronic Forms Submission \(EFS\) web site](#)
- [Completing the online submission form](#)
- [Uploading Forms](#)
- [Uploading Additional Documents](#)
- [Reviewing and Submitting Completed Form Package](#)
- [Receiving Submission Confirmation](#)

Accessing the Electronic Forms Submission (EFS) Website

Navigate to the Electronic Forms Submission's web page address at <https://dtas-online.pmdtcc.state.gov>. The EFS information Center page will be displayed.

Electronic Form Submission Information Center

Welcome to Electronic Form Submission (EFS).

General Guidance:

The Directorate of Defense Trade Controls is developing electronic forms to replace paper submission of certain activities such as Commodity Jurisdiction requests. More forms will be forthcoming. The applicant is expected to have a basic knowledge of the ITAR and should be familiar with the relevant sections of 22 C.F.R. 120-130 prior to submitting an electronic form. Although information is provided through instructions on the forms, the applicant is not relieved from understanding the full scope of requirements associated with the individual forms. Additional information may be found under specific tabs on the DDTCC website.

System Requirements:

The Electronic Form portal is an electronic form import system set up to receive DDTCC forms.

General Guidance:

- The Electronic Form portal is not part of the D-Trade system and therefore may or may not require a digital certificate depending on the form to be submitted.
- Applicants must review all instructions for the particular form before submitting a form package.
- All Additional Documentation file formats must be in the following types: pdf, tif, jpg, jpeg, png, gif, txt, rtf, xml, csv, bmp.
- Files may not include macros or scripts of any kind.
- File size must not exceed 35 megabytes.

Guidelines & Instructions
[DS-4076 Instructions](#) (PDF, 25KB)
[EFS FAQs](#) (PDF, 25KB)

Electronic Forms
[DS-4076: CJ Determination](#) (PDF, 439KB)

[Begin Submission](#)

[Contact](#)

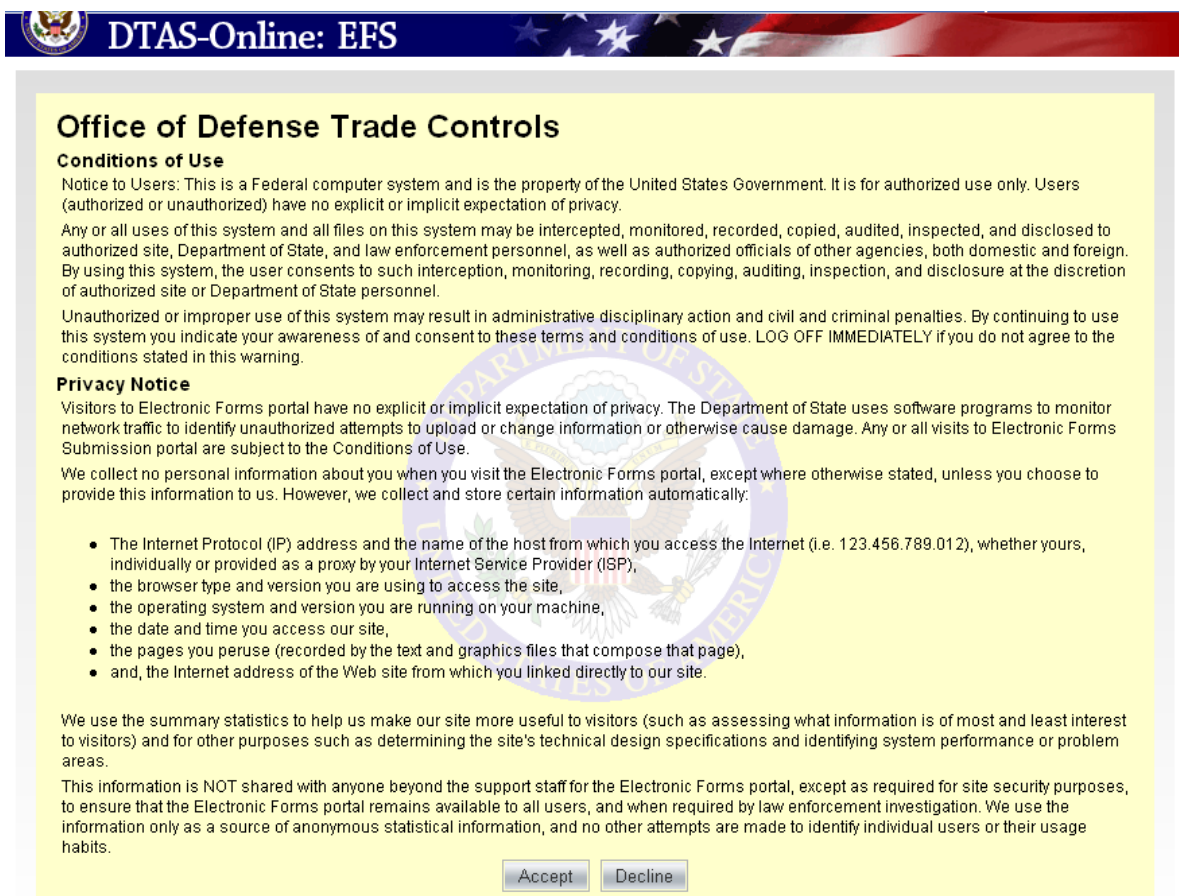
Electronic Form Viewer
[Adobe Reader](#)

Read and understand the entirety of the Electronic Form Submission Information Center page.

1. To begin, click [Begin Submission](#) located in the right side menu bar.
2. The site Disclaimer will be displayed in a separate browser.
 - Read **Conditions of Use** carefully.
 - Read **Privacy Notice** carefully.
3. Once you have read the **Conditions of Use** and **Privacy Notice**, two options will be presented:

Accept: If this option is selected, you will be taken to the online Submission Form.

Decline: If this option is selected, you will be referred back to the Electronic Form Submission Information Center page



DTAS-Online: EFS

Office of Defense Trade Controls

Conditions of Use

Notice to Users: This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of State, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of State personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Privacy Notice

Visitors to Electronic Forms portal have no explicit or implicit expectation of privacy. The Department of State uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. Any or all visits to Electronic Forms Submission portal are subject to the Conditions of Use.

We collect no personal information about you when you visit the Electronic Forms portal, except where otherwise stated, unless you choose to provide this information to us. However, we collect and store certain information automatically:

- The Internet Protocol (IP) address and the name of the host from which you access the Internet (i.e. 123.456.789.012), whether yours, individually or provided as a proxy by your Internet Service Provider (ISP),
- the browser type and version you are using to access the site,
- the operating system and version you are running on your machine,
- the date and time you access our site,
- the pages you peruse (recorded by the text and graphics files that compose that page),
- and, the Internet address of the Web site from which you linked directly to our site.

We use the summary statistics to help us make our site more useful to visitors (such as assessing what information is of most and least interest to visitors) and for other purposes such as determining the site's technical design specifications and identifying system performance or problem areas.

This information is NOT shared with anyone beyond the support staff for the Electronic Forms portal, except as required for site security purposes, to ensure that the Electronic Forms portal remains available to all users, and when required by law enforcement investigation. We use the information only as a source of anonymous statistical information, and no other attempts are made to identify individual users or their usage habits.

Completing the online submission form

STEP 1: User Information

- Fill in **EACH** block marked with a red asterisk *
- Ensure **ALL** information is accurate

Step 1: User Information

Note: Please use the navigation on every screen to navigate and minimize use of browser navigation buttons (back and forward) as it may cause problems with the application.
Please fill out the form below. Items with an asterisk (*) are required fields.

Company:		Submitter:	
* Name:	<input type="text" value="February Birds"/>	* Name:	<input type="text" value="Blue Bird"/>
* Contact:	<input type="text" value="Bald Eagle"/>	* Phone:	<input type="text" value="202-987-6543"/>
* Phone:	<input type="text" value="202-123-4567"/>	* Email:	<input type="text" value="BBBIRD@february.com"/>
* Email:	<input type="text" value="BEBIRD@February.com"/>		
Subject:	<input type="text" value="EFS Documentation"/>		

This block is for additional information you wish considered. This block is not required. 250 max character limit.

Uploading Forms

STEP 2: Form Selection and Uploading

Before beginning Step 2, users are encouraged to ensure that they have collected the correct documents to be included with their submission package. Forms eligible for upload via EFS can be found on the Electronic Form Submission Information Center page menu bar located on the right side of the page under "Forms". Make certain these forms are filled out and saved to your computer before you begin the submission process.

⚠ The browser will timeout after being idle for more than 20 minutes. Incomplete submissions are not recoverable.

Step 2: Form Selection

Please select a form type from the dropdown menu. Then upload the form using the Browse button. Items with an asterisk (*) are required fields.

* Form Type:	<input type="text" value="Select a Form to Upload"/>	* Form:	<input type="text" value="\\pmsntso\wcweb\$\VACDA\demo sites\ddtd\docs\DS4076.pdf"/>	<input type="button" value="Browse"/>
--------------	--	---------	--	---------------------------------------

Warning: If you navigate away from the Electronic Submission portal you will lose your current submission information.

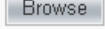
1. First, select the applicable **Form Type** (DS-2032 or DS-4076) from the drop down menu.

* Form Type:	<input type="text" value="DS-4076"/>
--------------	--------------------------------------

- If you attempt to upload a file without first selecting the document type you will receive the following error:
“You must select an appropriate Form Type to upload”.



You must select an appropriate Form Type to upload.

2. To locate and upload the form document click the Browse button .

3. Locate and select the DOS form you would like to upload from your personal list of documents (This file **MUST** be the PDF form officiated by DOS).

- If you attempt to upload a DOS form that is not in PDF format you will receive an error message stating that
“The file you attempted to upload was not a PDF”.



The file you attempted to upload was not a pdf, please upload an authorized Department of State PDF for the selected Form.

- If you attempt to upload a PDF that is not authorized by the Department of State you will receive an error message stating “The PDF may not have been created by the Department of State or someone may have attempted to modify it.”



There was a problem validating the PDF you uploaded. The pdf may not have been created by the Department of State or someone may have attempted to modify it. Please check to ensure it is the correct PDF Form and the current version, then try to perform the upload again.

4. Click the **Next** button  to upload the document.

- If you do not click the **Next** button and the browser remains idle for a specific amount of time, the session will be cancelled. Data entered into the web form will not be retained.
- If you navigate away from EFS, the session will be cancelled. Data entered in to the web form will not be retained.

Uploading Additional Documentation

STEP 3: Additional Documentation

At this stage of the submission process, if you have additional documentation you can upload up to 25 additional documents. All files should be flattened, optimized and/or compressed as much as possible to minimize file transfer sizes. Individual files must be less than or equal to 30 megabytes in size.

 **All blocks marked with an asterisk are required before you can submit the complete package ***

Step 3: Upload Additional Documentation

Instructions:

Please upload all additional documentation. If no additional documentation is needed proceed to the "Submit Complete Form Package" button. If the "Submit Complete Form Package" button is deactivated, there are still required items that need to be uploaded.

To upload additional documentation, select the radio button that corresponds to the appropriate additional documentation block. A new line will appear, select the "Browse" button to locate the file on your computer and press the "Upload" button to submit the document. Once the file is complete you will have the option to remove the document by clicking "Remove". Once you have completed uploading all additional documentation press the "Submit Complete Form Package" button. Please wait until you receive your confirmation page to ensure your submission was successful. Save a copy of the confirmation page for your records. You are allotted a total of 25 files for additional documentation.

Note: The document types allowed to be uploaded in this system are **bmp, csv, gif, jpeg, jpg, pdf, png, rtf, tif, txt, xml**. All other documentation types will be rejected.

Warning: If you navigate away from the Electronic Submission portal you will lose your current submission information.

You have uploaded 1 out of 25 allotted files.


- ☐ Block 2: Submitter Information if other than Applicant in Block 1
- ☐ Block 6: Additional Commodity Information/Documentation
- ☐ Block 9: Military/Commercial Modification of Commodity
- ☐ Block 10: Status of Product Development
- ☐ Block 11: Funding History
- ☐ Block 12: U.S. and/or Foreign Availability of Identical Products
- ☐ Block 13: Sales Information
- ☐ Block 18: Other Miscellaneous Information to be Considered that is not Otherwise Included in this Form
- ☒ * Block 22: Applicant/Submitter Certification

AuthorizationLetter.pdf

To ensure a successful submission, please wait until you receive your confirmation page.

I certify that the information provided for this submission is correct. I am aware that Federal law provides for imprisonment and/or fines for knowingly making a false statement or other fraudulent conduct in connection with a submission.

Submit Complete Form Package


1. Select the type of additional documentation you wish to upload. Click the radio button  next to the corresponding block in which you have additional documentation.

- The following should appear below your choice

☒ Block 2: Submitter Information if other than Applicant in Block 1

AuthorizationLetter.pdf

Submit Complete Form Package

2. Upload your additional documentation by clicking the Browse button .

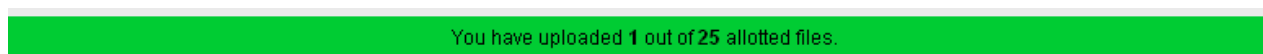
3. Select the document you wish to upload from your documents.

- File must not include macros or scripts of any kind.
- Allowable file types are PDF, TIF, JPG, PNG, GIF, TXT, RTF, XML
- File size must not exceed 35 megabytes.
- If you upload an unsupported file, an error page will be displayed

4. After you have selected your document, click  and the document will appear in the white space.



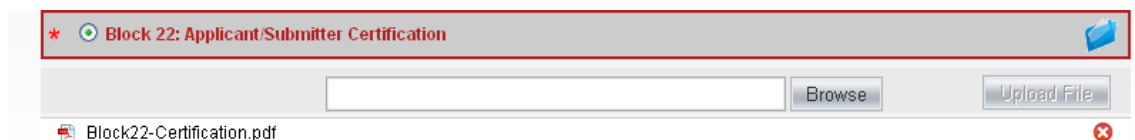
- As you upload documents the number of documents uploaded will be reflected in the colored box above the block numbers




Note: This bar changes color from green, to yellow, to red as the number of files you have uploaded increases; in order to notify you that you are reaching the maximum limit of 25 files.

- Repeat steps 1-4 for every document that you would like to upload (no more than 25 additional documents are allowed)

APPLICANT SIGNATURE: You must have a signed Applicant Certification page saved on your personal computer; that is of one of the following file formats: PDF, TIF, JPG, PNG, GIF, TXT, RTF, XML.



Removing Documents

- If you wish to remove documents after you have uploaded them, you can do so by clicking the red X .

5. Click Submit Complete Form Package button . The Submit Complete Form Package button will not become activated until all required documents have been uploaded.

Reviewing and Submitting Complete Package

STEP 4: Review and Submit Complete Package

You now have the option to update your contact information or modify the documents uploaded.

Step 4: Let's Review:

Before you move on to the next step in the submission process, please review your information. If you would like to go back and change any contact information, click the "Update Contacts" button. If you would like to go back and change any of the uploaded documentation, click the "Modify Documents" button.

COMPANY:	SUBMITTER:	Update Contacts
Name: February Birds	Name: Blue Bird	
Contact: Bald Eagle	Phone: 202-987-6543	
Phone: 202-123-4567	Email: BBBIRD@february.com	
Email: BEBIRD@february.com		

Uploaded Documents [Modify Documents](#)

File Name	Block
Block22-Certification.pdf	Block_22

[Next](#)

1. If there are no mistakes or additions click the **Next** button.

[Next](#)

2. If you find errors in your contact information click the **Update Contacts** button

[Update Contacts](#)

- You will now see this screen, where you can update your user information.

Update User Information

Note: Please use the navigation on every screen to navigate and minimize use of browser navigation buttons (back and forward) as it may cause problems with the application.

Please make changes to the form below. Items with an asterisk (*) are required fields.

Company:	Submitter:
* Name: February Birds	* Name: Blue Bird
* Contact: Bald Eagle	* Phone: 202-987-6543
* Phone: 202-123-4567	* Email: BBBIRD@february.com
* Email: BEBIRD@february.com	
Subject: EFS Document	

[Continue](#) [Reset](#)

- You have the option to correct the information on this page.
- If you want to clear the entire page click the **Reset** button.
- After you have made changes to your contact information click the **Continue** button.
- You will now be referred back to the review page

[Reset](#)

[Continue](#)

Step 4: Let's Review:

Before you move on to the next step in the submission process, please review your information. If you would like to go back and change any contact information, click the "Update Contacts" button. If you would like to go back and change any of the uploaded documentation, click the "Modify Documents" button.

COMPANY:	SUBMITTER:	Update Contacts
Name: February Birds	Name: Blue Bird	
Contact: Bald Eagle	Phone: 202-987-6543	
Phone: 202-123-4567	Email: BBBIRD@february.com	
Email: BEBIRD@february.com		

Uploaded Documents [Modify Documents](#)

File Name	Block
Block22-Certification.pdf	Block_22

[Next](#)


- If you have uploaded the wrong documents, or have more documents to add to your additional documents

section click the **Modify Documents** button. [Modify Documents](#)



- You will return back to the additional documentation page where you will follow the uploading document instructions again.

Warning: If you navigate away from the Electronic Submission portal you will lose your current submission information.

You have uploaded 3 out of 25 allotted files.

☒ **Block 2: Submitter Information if other than Applicant in Block 1** 

[Browse](#) [Upload File](#)

 AuthorizationLetter.pdf 


☐ **Block 6: Additional Commodity Information/Documentation**



☐ **Block 9: Military/Commercial Modification of Commodity**

☐ **Block 10: Status of Product Development**


☐ **Block 11: Funding History**



☐ **Block 12: U.S. and/or Foreign Availability of Identical Products**

☐ **Block 13: Sales Information** 

 SalesInformation.pdf 

☐ **Block 18: Other Miscellaneous Information to be Considered that is not Otherwise Included in this Form**


☒ **Block 22: Applicant/Submitter Certification** 

 Block22-Certification.pdf 

To ensure a successful submission, please wait until you receive your confirmation page.

I certify that the information provided for this submission is correct. I am aware that Federal law provides for imprisonment and/or fines for knowingly making a false statement or other fraudulent conduct in connection with a submission.

[Submit Complete Form Package](#)

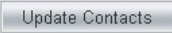
- You should see all of the documents you have uploaded to your submission underneath the corresponding blocks.
- Once again you have the option of removing documents before you submit the completed form package; by clicking the **red X**  beside the document you wish to remove.
- After you have added, deleted, or modified documents click the **Submit Complete Form Package** button.

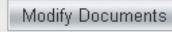


- You will now be referred back to the review page; this page should reflect all changes made to your submission.


Step 4: Let's Review:

Before you move on to the next step in the submission process, please review your information. If you would like to go back and change any contact information, click the "Update Contacts" button. If you would like to go back and change any of the uploaded documentation, click the "Modify Documents" button.

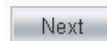
COMPANY:	SUBMITTER:	
Name: February Birds	Name: Blue Bird	
Contact: Bald Eagle	Phone: 202-987-6543	
Phone: 202-123-4567	Email: BBBIRD@february.com	
Email: BEBIRD@February.com		

Uploaded Documents 

File Name	Block
Block22-Certification.pdf	Block_22
SalesInformation.pdf	Block_13
AuthorizationLetter.pdf	Block_2



- If everything is correct click the **Next** button.



Receiving Submission Confirmation

STEP 5: Receive Confirmation

- After you have clicked next you will receive a confirmation PDF. A summary of your submitted information will be displayed.
- Please retain this document for your records.

Electronic Form Submission

This is a PDF document. Please save a copy of this PDF for your records. You must have information contained on this pdf to make requests about your submission.

Transaction Number: 4076_20100203-24

Company Name: February Birds

Company Contact: Bald Eagle

Company Phone: 202-123-4567

Company Email: BEBird@february.com

Submitter Name: Blue Bird

Submitter Phone: 202-987-6543

Submitter Email: BBBird@february.com

Subject: Electronic Form Submission

Form submitted: DS-4076

Submission Start: 2010-02-03 02:45:15

Submission Complete: 2010-02-03 02:47:34

Documents Uploaded:

DS4076.pdf
AuthorizationLetter.pdf
SalesInformation.pdf
Block22-Certification.pdf